

## Department of Insurance LICENSING REQUEST FORM

The process to obtain Kentucky criminal background checks through the CourtNet Disposition System are as follows:

Requesting a criminal background check for the purpose of obtaining a License with the Department of Insurance requires a **\$10.00 fee** (Check or money order made payable to the KENTUCKY STATE TREASURER). Completely fill out this form and enclose two postage paid envelopes. One should be addressed to the Department of Insurance and the other back to your address. Both of you will receive the same report. If you have any questions, please contact Pretrial Services Records Division at (502) 573-1682 or (800) 928-6381.

Mail request to this address:     **ADMINISTRATIVE OFFICE OF THE COURTS  
PRETRIAL SERVICES RECORDS DIVISION  
100 MILLCREEK PARK  
FRANKFORT KY 40601**

PLEASE **PRINT OR TYPE** THE INFORMATION CLEARLY

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>(Jr., Sr., etc.)</u>
<u>Social Security Number</u>  -        -	<u>Date of Birth</u>  Mo. _____ Day _____ Year _____	<u>Alias/Maiden Name</u>	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>

*I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S. 523.100*

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

<b>Department of Insurance Agent Licensing Division 215 W. Main Street P.O. Box 517 Frankfort, KY 40602 (502) 564-6004</b>	<b>For Office Use Only</b>
e-mail: <b><u>doiagentlicensingmail@mail.state.ky.us</u></b>	

**FAILURE TO COMPLY WITH ALL PROCEDURES WILL RESULT IN THIS DOCUMENT BEING RETURNED UNPROCESSED**